## DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1A, 127 East Oak Street, Juneau, WI 53039

**Date:** May 1, 2013

**Call to order:** The meeting was called to order by Chairman Mattson at 8:30 a.m. with the following members present: **Rodger Mattson, Clem Hoelzel, Ed Nelson, and Chester Caine** 

Absent: Paul Marose

**Also present:** Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Brenda Saugstad, Secretary; and James Mielke, County Administrator

**Minutes:** A motion was made by Nelson and seconded by Hoelzel to approve the minutes of the April 3 and April 16, 2013 meetings as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

The Henry Dodge Office Building roofing project was discussed. As a result of the committee taking action on April 16, 2013 to complete the project in one year versus five years, a motion was made by Hoelzel and seconded by Caine to rescind the motion made at a previous meeting on January 8, 2013 approving the proposal from Facility Engineering for \$12,956. Motion carried.

**A motion** was made by Nelson and seconded by Caine to change the meeting start time from 8:00 a.m. to 8:30 a.m. and continue to conduct the meetings on the first Wednesday of each month. Motion carried.

Russ Freber reported on the following maintenance operations and projects:

The final preparation and paperwork for the next phase of the Administration Building stone restoration project are being worked out and the project should start soon.

Jim Mielke presented some potential future space use options in the Administration Building. The Aging and Disability Research Center will be moving out of their current offices on the second floor to their new offices in the Henry Dodge Office Building in June. Updates will be provided at future meetings.

The renovation of the Henry Dodge Office Building continues to remain on schedule and overall the project is going well.

Interviews for the vacant Custodian II position have been completed with a decision being made soon.

We have changed our lawn care maintenance contract and will be using Grass Chopper Grounds Maintenance out of Hartford. We will continue to use K & B Tree and Lawn Care for fertilizing and weed control for this year.

Some of the light fixtures in the Justice Facility parking lot have gone bad. These fixtures were recently replaced and part of the energy upgrade project. The installer and manufacturer have been contacted and these fixtures will be shipped back.

It was the consensus of the committee to schedule the next meeting on **Wednesday**, **June 5**, **2013 at 8:30 a.m.** in Room 1A on the first floor of the Administration Building. Supervisor Caine informed Chairman Mattson he would not be able to attend and was excused.

**Adjournment:** There being no further business to come before this committee, a motion was made by Nelson and seconded by Hoelzel to adjourn the meeting at 9:15 a.m. Motion carried.

Respectfully submitted,

Clem Hoelzel, Secretary ,

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.